

			DATE OF INSPECTION			
PROPONENT:	FUNCTIONAL AREA: Medical Maintenance	CHECKLIST EFFECTIVE DATE:	PAGE 1 OF 8			
INSPECTING OFFICE:		INSPECTOR/PHONE:				
UNIT INSPECTED:			INSPECTION RATING			
ITEM			SAT	MAR	U/S	N/A
<p>1. Reference: AR 40-61, AR 220-1, AR 25-400-2, AR 700-138, AR 25-400-2 (MARKS), AR 220-1, AR 700-138, AR 710-2, AR 750-1, AR 750-43, AR 735-5, DA PAM 710-2-1, DA PAM 710-2-2, DA PAM 738-750, DA PAM 750-35, JA PAM 40-18, TB MED 7, TB MED 521, TB MED 750-1, TB 38-750-1, TB 38-750-2, TB 43-180, TM-DPSC-6500-RPL, TM 8-6500-001-10, TM 9-243, Current SB Series, SB 700-20, SC 5180-8-A10, SC 5180-8-A14, NFPA 99, SERVICE LITERATURE</p> <p>2. Maintenance: Questions that should be asked for daily operations of a Maintenance Section.</p> <p>a. Are TM's or operator's manuals on hand for all medical equipment? AR 40-61</p> <p>b. Is all MTOE medical equipment requiring a PMCS listed in the ULLS or TAMMIS computer and is there a valid Equipment Maintenance and Inspection Worksheet (5988-E for ULLS) and/or DA 2404 on hand?</p> <p>c. Do assigned operators correctly operate the medical equipment and perform proper PMCS?</p> <p>d. Are scheduled maintenance services and calibrations being conducted IAW TM's and/or operator's manual and annotated on DD Form 2163? AR 40-61, TB MED 750-1</p> <p>e. Are DA Form 2407s (Maintenance Request) being maintained on non-operational equipment and turn-ins? TB MED 750-1, DA PAM 738-750</p>						
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<p>f. Does X-ray and defibrillator equipment have a DD Form 2163 affixed to the equipment. Do defibrillators have DA Label 175 and a completed DA Form 5624-R? TB MED 750-1, TB 38-750-2</p> <p>g. Are electrical safety tests being conducted on all medical equipment that has been repaired and documented on the DA Form 2407? AR 40-61, TB MED 750-1</p> <p>h. Is a copy of the Monthly Scheduled Service Work Order Listing sent to the hand receipt holder so that the equipment is readily available when maintenance personnel arrive to perform the service and a competent operator standing by to operate the equipment and assist the maintenance personnel? TB MED 750-1</p> <p>i. Does unit have an Operator Maintenance Program? AR 750-1, TB MED 750-1</p> <p>j. Are the results of the operator PM's being utilized and work orders submitted to Medical Maintenance within 3 working days? AR 750-1</p> <p>k. Does the Medical Maintenance Shop meet or exceed the standards for completed scheduled services for each month: AR 750-1, TB MED 750-1</p> <ul style="list-style-type: none"> ➤ 90% for preventive maintenance services scheduled monthly? ➤ 95% for calibrations services scheduled monthly? ➤ 95% for electrical safety tests schedules monthly? <p>l. Does all equipment that requires calibration services have a DD Form 2163 affixed to the unit and are they update? AR 40-61, TB MED 750-1</p>				

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3. Maintenance Management: Questions to be asked of the Senior maintenance personnel for proper operation of maintenance section. a. Does the maintenance section have an internal SOP? AR 750-1, TB MED 750-1 b. Does the SOP cover all the individual subjects evaluated in this checklist? c. Is the SOP and it's annexes written in sufficient detail to enable new personnel to comply with the procedures? d. Has the SOP been updated within the last 18 months? TB MED 750-1 e. Has the Commander published a maintenance directive delineating supervisor responsibility and is sufficient emphasis placed on equipment and operator maintenance per AR 750-1 and TB MED 750-1? f. Does the maintenance section have a Customer Assistance Guide? AR 750-1, TB MED 750-1 g. Is the Customer Assistance Guide comprehensive enough to describe all customer services to include procedures for units to request assistance? h. Does the medical maintenance section have a schedule to visit all supported units for the next fiscal year, reviewed by the Commander and place on unit training calendar? AR 750-1, TB MED 750-1 i. Are DA Form 2406s reviewed monthly to monitor readiness and actions taken to assist units when necessary? AR 220-1, AR 700-138						

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4. TMDE: Questions to ask for proper use and maintenance of TMDE. a. Is sufficient and modern TMDE available in the Maintenance Branch to ensure calibration and verification of medical equipment? AR 750-43 b. Has TMDE used in the repair of medical equipment been calibrated at the proper intervals? TB 43-180 c. Has all TMDE been loaded into the proper database at the post calibration activity or being done by the Depot maintenance activity? AR 750-43, TB 43-180 d. Is there a training program in the maintenance section for proper use of TMDE? TB MED 750-1 e. Is there an assigned TMDE coordinator in the maintenance section? TB MED 750-1 7. Tool Control a. Are tools being inventoried on a semiannual basis? TM 9-243 b. Has individual tool kits been sub-hand receipted to repair personnel? TM 9-243						
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